



Services & Programs Available:

♦ Workforce Development Adult Programs

Individuals age 18 and older, with limited income, may be eligible to participate in training and paid work experience opportunities.

♦ Workforce Development Youth Programs

Individuals age 14 through 21 receive assistance in obtaining employment through work experience.

♦ Dislocated Worker Program

Assistance available for permanently laid off workers

♦ Veterans' Services

Veterans receive first priority referral to all jobs and training opportunities for which they are qualified.

♦ Apprenticeship Information

Enhance and increase the awareness of training options through apprenticeships.

♦ Migrant & Seasonal Farm Worker Program

Assistance with employment needs, job training referrals, outreach/support services

♦ Trade Adjustment Assistance (TAA)

Funds are available to workers who lose their jobs as a result of increased imports.

Program participation subject to eligibility requirements.



Useful Websites:

Workforce Development:

www.ded.mo.gov/wfd

www.greathires.org

America's Service Locator:

www.servicelocator.org

America's Career Infonet:

www.acinet.org

Unemployment Insurance Claims:

www.mocclaim.com

To file UI claims by telephone

Jefferson City 573-751-9040

Kansas City 816-889-3101

St. Louis 314-340-4950

Springfield 417-895-6851

Other areas 800-320-2519



Relay Missouri Service:

Voice User Calling a Hearing/Speech

Impaired User:

1-800-735-2466

Hearing/Speech Impaired User

Calling a Voice User:

1-800-735-2966

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.



EMPLOYMENT
SOLUTIONS
for
Job Seekers

Missouri Career Centers are your link to **Employment Resources**

Access to:

- ♦ Resource rooms with computers and internet access
- ♦ Labor market information
- ♦ Job skill assessment certification
- ♦ Career planning
- ♦ Interviewing and résumé tips
- ♦ Available training courses
- ♦ Scheduled Job Fairs
- ♦ Unemployment Insurance filing and online 4-week reporting
- ♦ Information and referral to outside resources



Access a Great Job Instantly!

Use the GreatHires.org job matching website as a tool to search and apply for jobs right away. The links on GreatHires.org provide tips on planning your time, assessing your strengths, and researching the job market. GreatHires features a system that immediately links you to thousands of jobs from a variety of online job banks, corporate web sites and government sites.



Get the Personal Assistance You Need

Missouri Career Centers offer the human touch, when needed. Trained, professional staff, located at each Career Center, have access to up-to-date labor market data, available training, and other valuable workforce services to help you build your skills or get the job you need.

Use the Career Center resource rooms for Internet access, fax machines, phones, and other equipment to facilitate job searching. Also check out the Career Information displays for helpful publications such as the Missouri Career Guide, Hot Jobs posters and Career Grade brochures. Like all Career Center services, they are available
... AT NO CHARGE.



Résumé Tips:

- ♦ Print your résumé on quality paper
- ♦ Highlight items that closely match job requirements
- ♦ Keep it short (one page preferred)
- ♦ Make sure it's neat and readable
- ♦ Proofread carefully
- ♦ Use bullets, underlining and white space for emphasis

Interview Tips:

- ♦ Dress conservatively
- ♦ Be on time
- ♦ Learn about the company's products or services in advance of the interview
- ♦ Bring along a list of references and their contact information
- ♦ Keep answers brief and to the point
- ♦ Be pleasant and friendly without exaggerating
- ♦ Thank them for the interview and follow-up with a thank you note within a week